

**DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: May 30, 2017

Closing Date: June 7, 2017

PARALEGAL

Family Division, Juvenile Delinquency & Truancy Unit, New Castle County

Job Responsibilities and Duties:

The Family Division seeks a Paralegal to support Deputy Attorneys General in New Castle County in the Juvenile Delinquency & Truancy Unit. The general Paralegal duties include, but are not limited to, researching, preparing and processing legal documents such as discovery, subpoenas, for the Deputy Attorneys General. The Paralegal is responsible for various paralegal duties in the preparation of assisting the Deputy Attorneys General in cases for trial, including victim/witness contact, scheduling interviews, obtaining reports and other information requested from police agencies, and gathering and tracking statistical information for preparation of cases and maintaining case management databases.

This Paralegal must be capable of working independently in a high-paced work environment.

Minimum Qualifications:

No less than five (5) years of employment with the Department of Justice in a similar capacity **AND** a paralegal certificate from an ABA-approved, non-ABA approved or Department-sponsored program, **OR**

An Associate's degree in Paralegal Studies from an ABA-approved program, **OR**

A Bachelor's degree **AND** a paralegal certificate from an ABA-approved or Department-sponsored program **OR**

A Bachelor's degree in Paralegal Studies from an ABA-approved program **OR**

A Bachelor's degree **AND** one year of law school

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.